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Div 7A Loan Calculator

User guide

Contents

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Features

The Div 7A Loan Calculator contains:

- A calculator that calculates minimum yearly repayments.

- A record system that maintains loan and payment records.

- A rollover mechanism that allows you to rollover past loans and repayments from your 2010/11 Div 7A Loan Calculator into 2011/12.

- A Consolidated Repayment Report that provides a complete overview of all repayments that must be made in 2011/12.

- A Transaction Summary Report that provides a complete overview of all interest/principal repayments for all secured and unsecured loans created between 1997/98 and 2010/11.

- A Closing Balance Report that provides a complete overview of the closing balances as at 30 June 2011 for secured and unsecured loans created between 1997/98 and 2010/11.

- A helpful step-by-step manual to using the program.

- Sample loan agreements and minutes.

- An Excel format that provides stability and functionality.

- A user-friendly Options screen.

System Requirements

The **Div 7A Loan Calculator** is supported on systems with the following minimum requirements:

- Microsoft Windows 2000 or above with the latest service packs.

- Microsoft Office (Excel & Word) 2000 or above with the latest service packs.

- The minimum hardware recommended for your versions of MS Windows and Office

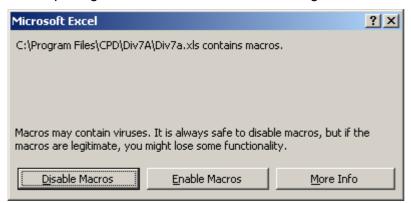- Screen resolution 1024 x 768 and above.

- Adobe Acrobat Reader.

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Opening Div 7A Loan Calculator

To avoid confusion with previous versions of **Div 7A Loan Calculator**, we recommend you uninstall any previous versions. This will not erase any client files you have created.

To uninstall **Div 7A Loan Calculator 2010**, from the **Start** menu select **Settings** | **Control Panel** | **Add/Remove Programs**, choose **Div 7A Loan Calculator** and click **Add/Remove**.

When opening **Div 7A Loan Calculator** a dialog box similar to the following may appear:

Click the **Enable Macros** button to ensure **Div 7A Loan Calculator** works correctly.

Note: If you are operating the Division 7A Loan Calculator on **Microsoft Excel 2007** with Macro Settings disabled, a warning message may appear when you click any of the buttons.

A Security Warning will be visible above the Excel Formula Bar. To proceed follow the steps indicated below:

1. Click on the **Options** button next to the Security Warning.

2. Select **Enable this content**.

3. Click **OK**.

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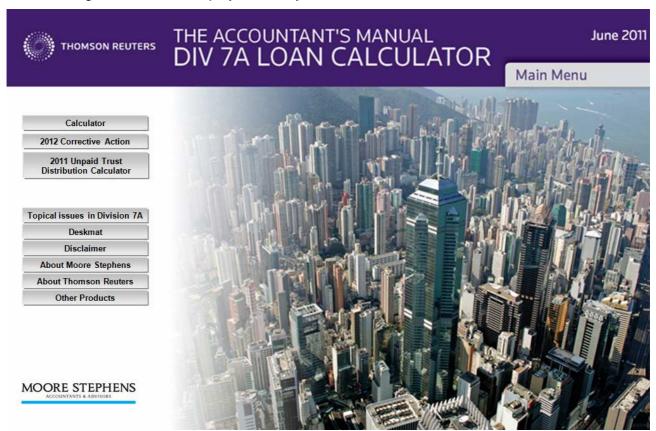
Starting Div 7A Loan Calculator

The following screen will be displayed when you start **Div 7A Loan Calculator**.

This is the Main Menu.

- To access the Div 7A Loan Calculator 2011, click the Calculator button.

- To access the 2012 Corrective Action Calculator, click the 2012 Corrective Action button.

Note that the **Topical issues in Division 7A** button contains a brief synopsis of changes to Division 7A loan rules and associated tax law, and outlines new compliance measures.

Once you have clicked on the **Calculator** button, the following options screen for the Division 7A calculator will appear.

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Disclaimer

Public Practice Statement 3 issued by CPA Australia sets out requirements for preparation of legal documents by accountants. The Institute of Chartered Accountants has a similar clause covering the same topic.

An accountant or secretary in public practice who acts bona fide in the performance of their normal accountancy or secretarial service is unlikely to transgress the requirements under section 2.2.2 of the Legal Profession Act 2004 in Victoria, or any other state equivalent. This section of the act refers to who may engage in legal practice and the relevant penalty for unqualified legal practice.

The documents contained in Div 7A Loan Calculator are designed to help accountants provide a more complete service to their clients. Accountants should be aware that preparation of documents by an accountant may not always be in the course of their 'normal accountancy or secretarial service'. In the instance where preparation of such documents are not in the normal accountancy or secretarial service, the accountant may be in danger of breaching the provisions of section 2.2.2 of the Legal Profession Act 2004 Victoria or a state equivalent.

The documents provided in this publication do not constitute legal advice and are merely tools for accountants to use as a starting point for a discussion. The documents are precedent documents only and accountants should use documents approved by a client's legal practitioner to ensure that any document used by a client meets the commercial and legal needs of any given situation.

It is important that you provide a suitable disclaimer when using these precedents as a basis for discussion with your client and clearly inform the client that they should only use and rely on documentation approved by their solicitor or barrister after receipt of appropriate legal advice from that legal practitioner. Reference should also be made to the disclaimer contained herein and read in conjunction with this part.
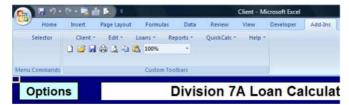
Operating the Program — Drop-down Menus

The Drop-down Menu includes the following options:

- Client

- Edit

- Loans

- Reports

- QuickCalc

- Help

Most of these options simply offer an alternate way to the **Options** screen in accessing functions of the program.

Note: If you are operating the Division 7A Loan Calculator on **Microsoft Excel 2007**, the Drop-down Menu will not be immediately visible. It can be found under the **Add-Ins** tab at the top of the screen. Click this tab to access the Drop-down Menu.

Drop-down Menu in Microsoft Excel 2007

The **Client** Menu includes:

- New Client

- Open Client File

- Rollover Last Years Client File

- Save Client

- Save Client As

- Print

- Page Setup

- Exit

The **Edit** Menu includes:

- Copy

- Paste

- Clear Contents

- Options Menu

- Interest Rate

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The **Loans** Menu includes:

- Loan details for loans created between 4 December 1997 and 30 June 2012.

The **Reports** Menu includes:

- Consolidated Repayments

- Transaction Summary Report

- Closing Balance Report

The **QuickCalc** Menu includes:

- QuickCalc

The **Help** Menu includes:

- Contents

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Operating Div 7A Loan Calculator — The Options Screen

On the **Options** screen there are four sets of boxes:

- Main Menu
- Client functions
- Reporting
- Letters and Templates

Main Menu

To return to the **Main Menu**, click the **Main Menu** button.

Help

To view the help topics, click the **Help** button and then choose the option that contains the information you require.

To search for specific information on how to use **Div 7A Loan Calculator** click on the **Index** button and enter your key word or phrase.

QuickCalc

QuickCalc is a feature that enables you to calculate minimum yearly repayments quickly.

Click on the **QuickCalc** button to view the following dialog box.

Note: The ATO benchmark interest rate for 2011/12 has not been published at the time of printing.

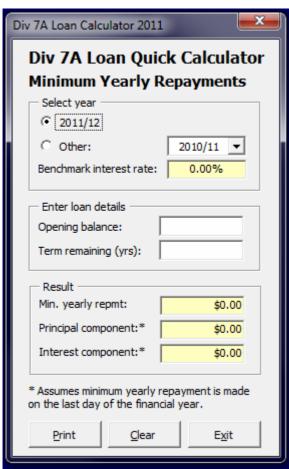Select the relevant year for the minimum yearly repayment you wish to calculate. If the relevant year is 2011/12 leave that option selected. If it is not, select the **Other** option and choose the correct year from the drop down box.

Enter the **opening balance** of the loan for the year in which the minimum yearly repayment is being made.

Enter the **remaining term** of the loan.

The resulting **Minimum Yearly Repayment** will be displayed in the results area.

Client Letters and Checklist

To access three client letters (General Alert about Division 7A, Annual Review of Division 7A Provisions and Corrective Action) and an annual checklist to ensure compliance with Division 7A, click the **Client Letters and Checklist** button. If you cannot open the Client Letter, please do the following:

1. From the Word Menu bar, select Tools, Options and Edit tab.

2. Make sure that the editing option Use CTRL + Click to follow hyperlink is not ticked.

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Loan Agreements and Minutes

To access loan agreements and minutes, click the **Loan Agreements & Minutes** button.

To access the client register, click the **Client Register** button.

Client

Open

The following instructions should be followed when you have already set up a file for a client and wish to amend the client's details.

Click on the **Open** button in the Client area.

Select the filename of the client you wish to work on. You may need to navigate to the required location on your PC or network as Thomson Reuters encourage you to save your files to your own client directory structure.

Once the file is loaded, you can update the client's details as required.

Save

Saving an existing client's details

To save changes you have made to an existing client's file, simply click on the **Save** button in the Client area.

Your changes will be saved automatically to the filename currently open.

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Saving a new client's details

To save the details of a new client, click the **Save** button in the Client area. The **Save As** dialog box will appear. Enter the filename you wish to save the new client's information in, navigate to the required location on your PC or network and click **Save** or press **Enter**.

The filename used to save the new client's information must always end with the extension TXT.

Save As

Saving an existing client's details in a new file

If you are changing the details of an existing client and wish to save these details in a new file, or you have just rolled over a client's details from past years, click the **Save As** button in the Client area. The **Save As** dialog box will appear. Enter the filename you wish to save the client's information in, navigate to the required location on your PC or network and click **Save** or press **Enter**.
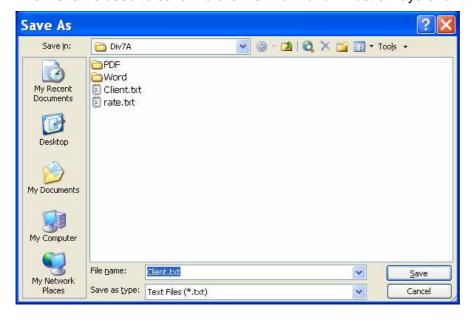
The filename used to save the client's information must always end with the extension TXT.
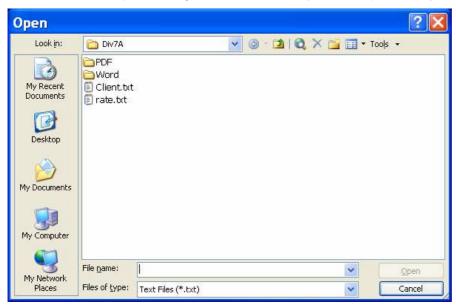
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New

To begin a new client file, click the **New** button in the Client area. Save this new file using **Save** or **Save As**.

Rollover

To rollover loan details for a client that you entered in the 2010 version of the **Div 7A Loan Calculator**, follow the instructions outlined below.

Click the **Rollover** button in the Client area.

Select from the **Open** dialog box the filename you have previously saved the client's details in.

Save the rollover details **using a different filename or directory**, otherwise you will override your prior year's information.

You can then update the client's file as required, saving the data on completion.

Note: You can only roll over client files from the 2010 Loan Calculator into the 2011 Loan Calculator. Client files created in the 2009 or earlier year calculators cannot skip the intervening years and be rolled over directly into the 2011 calculator. To roll a file created in 2010 over into the 2012 Corrective Action Calculator, first roll it over from the 2010 calculator into the 2011 calculator, then roll it over from the 2011 calculator into the 2012 calculator.

For example:

For customers using the online format, you can access prior year Corrective action Calculator versions in the Archive section.

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Consolidated Repayment Report

To view the **Consolidated Repayment Report**, click the **Consolidated Repayments** button within the Report area.

Div 7A Loan Calculator
Consolidated Repayment Report - 2011/12 [Prev. Year] [Next Year]

Year Loan Entered	UNSECURED		SECURED	
	Minimum Yearly Repayment	Additional Repayment Required	Minimum Yearly Repayment	Additional Repayment Required
1997/98	-	- [Go]	-	- [Go]
1998/99	-	- [Go]	-	- [Go]
1999/00	-	- [Go]	-	- [Go]
2000/01	-	- [Go]	-	- [Go]
2001/02	-	- [Go]	-	- [Go]
2002/03	-	- [Go]	-	- [Go]
2003/04	-	- [Go]	-	- [Go]
2004/05	-	- [Go]	-	- [Go]
2005/06	-	- [Go]	-	- [Go]
2006/07	-	- [Go]	-	- [Go]
2007/08	-	- [Go]	-	- [Go]
2008/09	-	- [Go]	-	- [Go]
2009/10	-	- [Go]	-	- [Go]
2010/11	-	- [Go]	-	- [Go]
Total	-	-	-	-

[Options] [Print]

This report outlines all the repayments that must be made in the period to avoid any of the client's loans being deemed to be dividends.

This function should be used after all of the client's loan data for the year has been entered into the program.

If the minimum yearly repayment is not made

The **Consolidated Repayment Report** also indicates whether or not a client's minimum yearly repayments have been met. If the minimum payment has not been met, there will be an amount in the **Additional Payment Required** column.

If this is the case, click on the Go button within the column. This will take you to the **Repayment Schedule** where you can increase the level of payment to an amount that satisfies the minimum requirement.

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Div 7A Loan Calculator
Repayment Schedule - 2011/12

Name of Company		Prev. Year
Name of Shareholder or Associate		Next Year
Amalgamated Unsecured Loan	Interest rate for 2011/12: 0.00%	Print

(Comprises loans with the same maximum term entered into between 1/07/10 and 30/06/11)
Note: If no repayments have been made please enter the year-end date and an amount as zero.

Date	Description	Amount	Balance

Total payments
Excess payment over minimum yearly repayment

[Interest Calculations] [Options] [Min. Yearly Repayments]

Note: The ATO benchmark interest rate for 2011/12 has not been published at the time of printing.

Transaction Summary Report

To view the **Transaction Summary Report**, click the **Transaction Summary Report** button within the report area.

Note: If the information in this report does not reflect what you have entered, click the **Refresh** button to update the report.

This report is a Transaction Summary Report for each year a loan has been created between 1997/98 and 2010/11. Use the drop down boxes to select the required information you wish to display. The following information is available for display:

• The year in which the loan was created.

• The type of loan. The user can display either secured or unsecured loans.

• The report required to be displayed. The user can display either Interest Repayments or Principal Repayments.

The Transaction Summary Report should be used after all of the client's loan data has been entered into the program.

Interest Repayments Transaction Summary Report

The Interest Repayments Transaction Summary Report outlines all interest repayments for secured and unsecured loans that have been made for each year a loan has been created.

Company Information: XYZ Pty Ltd
Shareholder/Associate: John Smith
Interest Repayments

Summary of transactions for unsecured loans created in the year: 2010/11

Date	Transaction	Debit	Credit
1/08/2010	Advance/loan	$900,000.00	
30/06/2012	Total year interest repayments		$58,208.58
Total interest repayments			$58,208.58

Principal Repayments Transaction Summary Report

The Principal Repayments Transaction Summary Report outlines all the principal repayments for secured and unsecured loans that have been made for each year a loan has been created.

Company Information: XYZ Pty Ltd
Shareholder/Associate: John Smith
Principal Repayments

Summary of transactions for unsecured loans created in the year: 2010/11

Date	Transaction	Debit	Credit	Balance
1/08/2010	Advance/loan	$900,000.00		$900,000.00
30/06/2012	Total year principal repayments		$114,656.42	$785,343.58

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Closing Balance Report

To view the **Closing Balance Report**, click the **Closing Balance Report** button within the report area.

Note: If the information in this report does not reflect what you have entered, click the **Refresh** button to update the report.

Company Information:	**XYZ Pty Ltd**		Refresh / Options / Print
Shareholder/Associate:	**John Smith**		Unsecured ▼

Summary of closing balances for unsecured loans created from 1997/98 to 2010/11.

Year	Total advance/loan	Balance as at 1/7/11	Balance as at 30/6/12
1997/98			
1998/99			
1999/00			
2000/01			
2001/02			
2002/03			
2003/04			
2004/05			
2005/06			
2006/07			
2007/08			
2008/09			
2009/10	$500,000.00	$483,624.38	$483,624.38
2010/11	$900,000.00	$900,000.00	$785,343.58
Total	$1,400,000.00	$1,383,624.38	$1,268,967.97

This report outlines the closing balance as at 30 June 2012 for all secured and unsecured loans created between 1997/98 and 2010/11. Use the drop down box to display either secured or unsecured loans.

This function should be used after all of the client's loan data for the year has been entered into the program.

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Drop Down Menus

Div 7A Loan Calculator drop down menus include the following options:

- Client
- Edit
- Loans
- Reports
- QuickCalc
- Help

Most of these options offer an alternative way to the **Options** screen to access functions of **Div 7A Loan Calculator**.

Client menu

For information on how **New Client**, **Open Client File**, **Rollover Last Years Client**, **Save Client** and **Save Client As**, please see the **Client** section under **Operating Div 7A Loan Calculator — The Options Screen** in this User Guide.

Printing

There are two methods of printing from **Div 7A Loan Calculator**.

1. Click on the **Print Page** button located on each screen. This will select the entire screen and print it for you.
2. Select **Client | Print** from the drop down menu. When the **Print** dialog box appears, select **OK** to commence printing. This method will select the entire screen and print it for you.

Page setup

To alter the page setup, select **Client | Page Setup** from the drop down menu. When the **Page Setup** dialog box appears, change the setup to meet your requirements.

Exit

Before selecting **Exit**, it is important to save your client information.

When **Client | Exit** is selected from the drop down menu, a dialog box appear will asking if you would like to save changes to the client file. Select your desired action from the buttons labeled **Yes** or **No**.

Edit menu

Copy

This option will copy the contents of the field that your cursor is in to the clipboard.

Paste

This option will paste the contents of the clipboard to the field that your cursor is in.
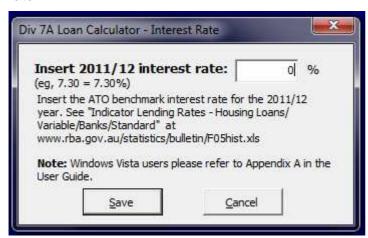
Clear contents

This option will clear the contents of the field that your cursor is in. If you have selected a range of fields it will clear the contents of the range.

Option menu

This option will return you to the Options screen.

Interest rate

This option displays the **Interest Rate** dialog box, which allows you to change the 2011/12 interest rate.

Click the **Save** button to save the rate you have entered for future use.

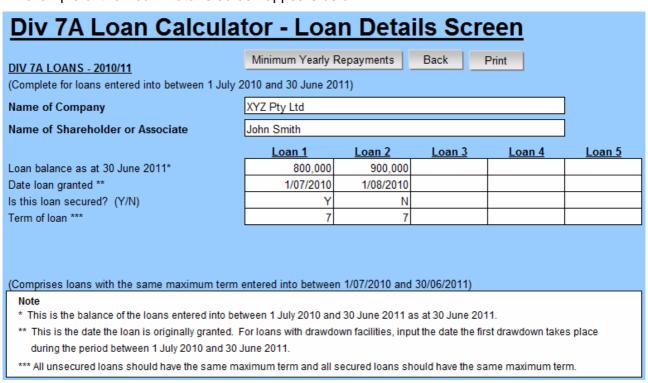**Note:** saving a different rate here will mean you are not using the official Division 7A rate.

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Loans

Use the drop down box in the options screen to select applicable loan:

- 4 December 1997 and 30 June 1998, select **1997/1998**.
- 1 July 1998 and 30 June 1999, select **1998/1999**.
- 1 July 1999 and 30 June 2000, select **1999/2000**.
- 1 July 2000 and 30 June 2001, select **2000/2001**.
- 1 July 2001 and 30 June 2002, select **2001/2002**.
- 1 July 2002 and 30 June 2003, select **2002/2003**.
- 1 July 2003 and 30 June 2004, select **2003/2004**.
- 1 July 2004 and 30 June 2005, select **2004/2005**.
- 1 July 2005 and 30 June 2006, select **2005/2006**.
- 1 July 2006 and 30 June 2007, select **2006/2007**.
- 1 July 2007 and 30 June 2008, select **2007/2008**.
- 1 July 2008 and 30 June 2009, select **2008/2009**.
- 1 July 2009 and 30 June 2010, select **2009/2010**.
- 1 July 2010 and 30 June 2011, select **2010/2011**.
- 1 July 2011 and 30 June 2012, select **2011/2012**.

Alternatively select the **Loans** option in the menu bar at the top of your screen on the **Options** screen.

An example of the **Loan Details** screen appears below.

Div 7A Loan Calculator - Loan Details Screen

| Minimum Yearly Repayments | Back | Print |

DIV 7A LOANS - 2010/11
(Complete for loans entered into between 1 July 2010 and 30 June 2011)

| Name of Company | XYZ Pty Ltd |
| Name of Shareholder or Associate | John Smith |

	Loan 1	Loan 2	Loan 3	Loan 4	Loan 5
Loan balance as at 30 June 2011*	800,000	900,000			
Date loan granted **	1/07/2010	1/08/2010			
Is this loan secured? (Y/N)	Y	N			
Term of loan ***	7	7			

(Comprises loans with the same maximum term entered into between 1/07/2010 and 30/06/2011)

Note
  * This is the balance of the loans entered into between 1 July 2010 and 30 June 2011 as at 30 June 2011.
  ** This is the date the loan is originally granted. For loans with drawdown facilities, input the date the first drawdown takes place during the period between 1 July 2010 and 30 June 2011.
  *** All unsecured loans should have the same maximum term and all secured loans should have the same maximum term.

All information should be completed from **Loan Balance as at XX June XXXX** through to **Term of Loan**. **Name of Company** and **Name of Shareholder or Associate** are optional fields.

If you need to prepare a loan agreement, please select the appropriate document by clicking on the **Loan Agreements & Minutes** button.

Field	Explanation
Name of Company	This is a non-compulsory field. It is for record-keeping purposes only. If you enter the name of the private company making the loan(s) here, these details will automatically appear on each screen relating to the loan/s.
Name of Shareholder or Associate	This is a non-compulsory field. It is for record-keeping purposes only. If you enter the name of the shareholder or associate receiving the loan, these details will automatically appear on each screen relating to the loan/s.
Loan Balance as at XX June XXXX	This is a compulsory field. The balance of loans entered into between the relevant dates should be entered here.
Date Loan Granted (DD/MM/YY)	This is a non-compulsory field. It is for record-keeping purposes only. Division 7A deems the loan to be made on XX June XXXX regardless of the actual date the loan was granted.
Is this Loan Secured? (Y/N)	This is a compulsory field. The status of the loan should be entered here. This determines the maximum allowable term for the loan: • 7 years for an unsecured loan. • 25 years for a secured loan.
Term of Loan	This is a compulsory field. The actual term of the loan should be entered here. If the actual term of the loan is greater than the maximum allowable term, the loan will be deemed as a dividend and a warning message will appear to alert you to this fact.

Minimum yearly repayments

This is an output screen relating to the loans entered into between the relevant dates.

To access this screen, click on the **Minimum Yearly Repayments** button on the **Loan Details** screen or select the relevant year **Repayment Details** option from the drop down menus.

Div 7A Loan Calculator
Minimum Yearly Repayments - 2011/12

(Payable by 30 June 2012 on loans entered into between 1 July 2010 and 30 June 2011)

| Prev. Year | Next Year | Options | Print |

Name of Company XYZ Pty Ltd

Name of Shareholder or Associate John Smith

	Amalgamated Loan - Unsecured	Amalgamated Loan - Secured	TOTAL
Loan details as at 1 July 2011			
Opening balance			
Remaining term			
Minimum yearly repayment by 30/06/2012			
Interest rate for 2011/12: 0.00%			
	Repayment Schedule	Repayment Schedule	
Repayment Details			
Actual repayments made by 30/06/2012			
Comprises			
Interest payment			
Principal repayment			
Loan Details as at 30 June 2012			
Closing balance			
Remaining term			

> **Note**
>
> * Loans entered into in the same year and with the same maximum term are combined into one "Amalgamated Loan".
>
> ** Interest payment is calculated based on the 2011/12 Benchmark Interest Rate (ie. 0.00% p.a.) or alternatively the amount manually entered.

Note: The ATO benchmark interest rate for 2011/12 has not been published at the time of printing.

This screen shows the outstanding balance of the amalgamated loans as at 1 July XXXX and their respective minimum yearly repayment by 30 June XXXX. These are made up of loans entered into between the relevant dates.

Note: If the actual term of a loan exceeds its maximum allowable term, this loan will not form part of an amalgamated loan and will be deemed a dividend, e.g. an unsecured loan with a repayment term of
10 years.

Field	Explanation
Loan Details as at 1 July XXXX	
Opening Balance	This is automatically transferred and determined from the **Loan Details** screen.
	This is the opening balance of each amalgamated loan as at 1 July XXXX.
Remaining Term	This is automatically transferred and determined from the **Loan Details** screen.
	This is the remaining term of each amalgamated loan as at 1 July XXXX.
Minimum Yearly Repayment by 30 June XXXX	This is automatically calculated.
	This is the amount of payment required on each amalgamated loan by 30 June XXXX, calculated in accordance with the formula provided in Division 7A.
Repayment Details	
Repayment Schedule	Click on the button to enter repayment details for each of the amalgamated loans.
	For explanation on how to complete these details, refer to the **Repayment Schedule** section under **Loans**.
Actual Repayment by 30 June XXXX	This amount is automatically transferred from the **Repayment Schedule**.
	If the total payments are less than the minimum yearly repayment, an error message will appear and any outstanding amount on the amalgamated loan will be deemed as a dividend.
Comprises	
Interest Payment	This amount is calculated based on the benchmark interest rate for the specific year.
Principal Repayment	This amount is automatically calculated by taking the difference between the amount of actual repayment and interest payment for the specific year.
Loan Details as at 30 June XXXX	
Closing Balance	This is automatically calculated by taking the opening balance less the principal repayment.
	If the total payments are less than the minimum yearly repayment, an error message will appear.
Remaining Term	This is automatically calculated by taking one year off the remaining term as at 1 July XXXX.

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Repayment schedule

This is an input screen relating to loans entered into between 1 July XXXX (4 December 1997 for that specific period) and 30 June XXXX.

To access this screen, click on the **Repayment Schedule** button on the **Minimum Yearly Repayments** screen.

Div 7A Loan Calculator
Repayment Schedule - 2011/12

Name of Company	XYZ Pty Ltd	Prev. Year
Name of Shareholder or Associate	John Smith	Next Year
Amalgamated Unsecured Loan	Interest rate for 2011/12: 0.00%	Print

(Comprises loans with the same maximum term entered into between 1/07/10 and 30/06/11)
Note: If no repayments have been made please enter the year-end date and an amount as zero.

Date	Description	Amount	Balance

| Total payments | |
| Excess payment over minimum yearly repayment | |

Interest Calculations   Options   Min. Yearly Repayments

Note: The ATO benchmark interest rate for 2011/12 has not been published at the time of printing.

The date and amount of the payments should be entered here in chronological order. A brief description of the payments should also be entered for record-keeping purposes.

If no payments were made during the income year, insert the year end date and an amount as zero.

If total payment is less than the minimum yearly repayment for the relevant year, a warning message will appear to alert you of the shortfall.

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If the shortfall is not paid by 30 June XXXX, the shortfall amount will be a deemed dividend unless the Commissioner exercises his discretion to disregard the failure to make a minimum yearly repayment by the due date.

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Interest calculation

This is an output screen relating to loans entered into between between 1 July XXXX (4 December 1997 for that specific period) and 30 June XXXX.

To access this screen, click on the **See Interest Calculations** button on the **Repayment Schedule** screen.

Note: The ATO benchmark interest rate for 2011/12 has not been published at the time of printing.

This screen automatically calculates the interest component of the payment based on the balance of the loan from time to time at a rate equal to the benchmark interest rate provided under Division 7A. Once the interest for the year is worked out, the amount of principal reduction of the loan can be determined.

Appendix A — Troubleshooting Windows Vista
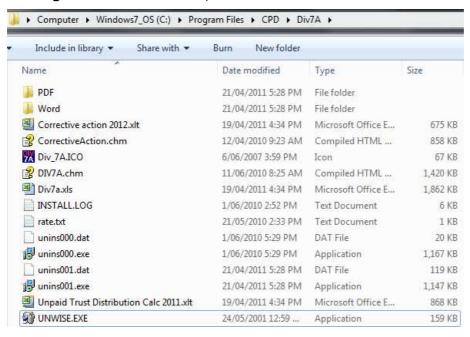
Benchmark Interest Rate

The Problem

If you are using Windows Vista, you may encounter an error message when attempting to save the 2011/12 benchmark interest rate (see below). This is because of a default setting in Windows Vista that prevents you from saving to, or altering files in, folders that contain program files.
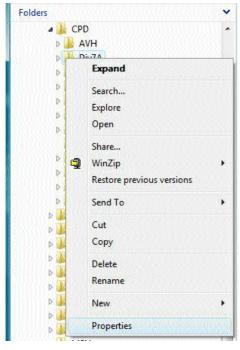

The Solution

You can alter the Security settings for the folder where Div7A Loan Calculator is installed, to allow you to save the benchmark interest rate. To do so:

1. Close all Microsoft Excel windows. If there is an Excel window open that contains the interest rate you attempted to save, you do not need to save this file.

2. Open Windows Explorer.

3. Navigate to the folder where Div7A Loan Calculator is installed (the default installation folder is **C:\Program Files\CPD\Div7A**).
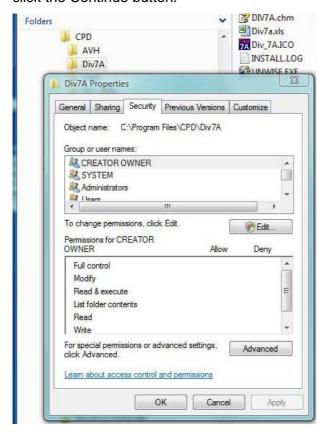
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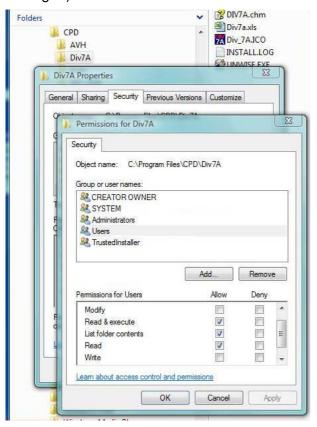4. Right-click on the folder and select **Properties**.

5. Select the **Security** tab.
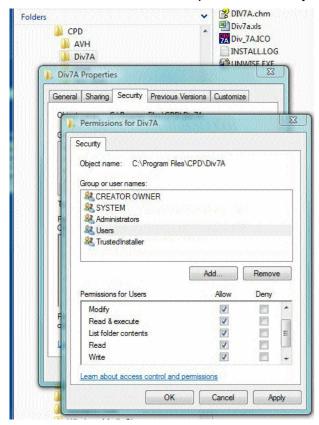
6. Click the **Edit** button.

    Note: you may see a message saying that 'Windows needs your permission to continue'. If so, click the Continue button.

7. Select the relevant Group or User Name (i.e. your user name, or the user group that you belong to).

8. In the Permissions for Users pane, click with your mouse to tick the Modify and Write options.

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9. Click OK.

10. Click OK.

11. Start Div7A Loan Calculator and click the **Calculator** button.

12. Using the Div7A Calculator drop-down menu, select **Edit** and then **Interest Rate**.

13. Enter the interest rate and click the Save button.